



Team Agreement

Seattle-Ops-401d6
Team #2

PARTIES

This **Kaleidoscope WORKING AGREEMENT**, dated 12th of May 2023, is made and entered into by and following members; Ademola Olatunbosun , Joshua Phipps, Andrew Perry, Justin Tabios, and Nickolaus Alderete of Code Fellows Ops 401d6 cohort. Under this Agreement, they shall be collectively referred to as "Teammates". In consideration of the mutual promises and covenants in this Agreement, of which the receipt and sufficiency are hereby acknowledged, the Teammates agree to be bound to the following terms and conditions.

COVENANTS

WHEREAS the Teammates acknowledge and affirm that they will diligently abide by the following team policies and work standards to create an effective and efficient team;

WHEREAS, the Teammates entered into this Agreement to outline their covenants and responsibilities.

TERMS AND CONDITIONS

WORK SCHEDULE

Each Teammate is expected to attend to their duties and responsibilities during the course of project week starting from 9:00 AM to 6:00 PM PST. Platforms for communication will include Remo and Slack Huddle to ensure open lines of communication and the ability to seek help from peers. After hour meetings will be scheduled through the above mentioned platforms.

COOPERATION PLAN

Effective utilization of Teammate skill sets will be used to achieve a common goal. Use of an open discussion policy that fosters task completion, general understanding of what is needed and or required to accomplish tasks at hand and those that may arise. Understand that delegation of tasks will be used as appropriate. Effectively communicate with one another to ensure successful completion and assisting where and when needed.

Teammates identified key strengths.

Ademola:

“My key strength includes; Strategic Thinker, Growth Mindset, Program management, problem solving”

Joshua:

“ My key strengths are adaptability, problem solving, analytical thinking and reliability. Improving my technical skill confidence is my main goal right now ”

Andrew:

“My key strengths include critical thinking and decision making, persistence, discipline, humility. I would like to work on my overall roundability.”

Nickolaus:

“My biggest strengths are having a growth mindset and having a solid work ethic. I would like to improve my craft confidence as well as not trying to work on things solo and utilizing a team.”

Sage:

" My greatest key strength is problem solving and working well in a team environment. I would like to improve on craft confidence as well as communication."

WORK PLAN

All aspects of the project, and how the team will work to accomplish the mission, will be documented in Trillo. This will be updated at least three times each day, respectively at the start, at 1300, and at the closing of each work day.

Teammates agree that upon receiving projects, tasks will be identified, delegated out and agree to make individual updates through daily follow ups at the beginning or end of the working hour windows (morning and afternoon). Teammates will collectively use the Six Sigma methodology when approaching projects, by doing the following:

Define: Outline the problem, goals, and deliverables for the project.

Measure: The team measures the initial performance of the process. These statistical measures make up a list of potential inputs.

Analyze: The team analyzes the process by isolating each guideline requirement to ensure it is fulfilled appropriately.

Improve: The team works from there to improve performance. Seek to exceed requirements.

Control: The group adds controls to the process to ensure it does not regress and become ineffective once again.

At the end of each day, we will have a quick (AAR) after action review, to go over what went well, what we need to fix, and what we want to accomplish the next day.

We will utilize Trello for our project management tool.

Tasks will be delegated each day after group collaboration.

CONFLICT RESOLUTION

Should a disagreement arise between Teammates. Teammates agree to: Identify the problem. Consider why this is a problem. Establish a plan of action and implement the solution. Ensure all parties are in agreement and some form of resolution is met in order to move forward.

Team compliance will be established by delegating tasks within the group and will be addressed accordingly to ensure equal distribution of work/task. Open lines of communication exist to insure understanding. Teammates will approach situations with a positive and open mindset. Teammates will address conflicts accordingly by being firm but fair in a respectable manner. When the end goal becomes affected, all agreed deadlines will not be met and will push forward for a successful mission. Should resolution not be met, seek further guidance from outside sources (Instructors).

If a member of our team takes over the project we will pull them aside first and have a one-on-one between the team lead and the offending member. If the one-on-one doesn't work we will have a group on one meeting to discuss how their behavior is counter productive and selfish. If the group-on-one doesn't work we will bring in one of the instructors to discuss why the offending member is acting this way.

We will approach each other with the understanding that some of us know more about different topics, knowing this means we can learn from one another.

If a member is not contributing we will start with a one-on-one with the team lead (or a chosen member from the group if the team lead is either not available or the offending party), if that doesn't work we will branch to a group-on-one discussion, followed by escalation to the instructors.

If our resolution attempts are unsuccessful then we will escalate after a group-on-one meeting with 'I feel' statements has failed to bring about the change we are going for. We will escalate to the instructor at that time.

COMMUNICATION PLAN

The team has several mediums to use for communication. We have a group chat specifically for relaying messages at all times to the members. We will use the following communication and as

Slack - We have our class and our team groups available 24/7. Messages can be left after hours for anyone to see and respond to.

Google Doc - We have established a Google doc to act as a main place for documentation and project management.

Remo - Remo will be used as a gathering point for project progression during business hours. It will also allow us to share screens to collaborate on parts of the project simultaneously.

The members are available during the following hours:

Ademola: 0700 PST-1900 PST

Andrew: 0800-2000 PST

Joshua: 0900-1900 PST

Nickolaus: 0900-1900 PST

Justin: 0900-1900 PST

We will take breaks as needed. With all of us living in different places with different responsibilities, we will trust each other to take breaks when needed and not abuse this system. If we feel like the system is being abused we will refer to our “conflict resolution” section of this document. Communication is expected of all members when taking breaks, informing others of when they will be gone and time of return.

If we start falling behind as a group we will set up a time outside of our regular hours. If one member is falling behind in their work then we will discuss with each other who is best fitted to help the member falling behind.

Outside of working hours we will be able to be reached on Slack

Every morning we will have an Agile style meeting in order to make sure every team member feels heard.

Andrew Perry will work as a Temp HR so if any one person is feeling uncomfortable they may go and speak with Andrew who will work with them to make sure the environment is safe.

Git Process

The components we will be keeping in a Google Doc would be all of the team agreements and the SOPs

The Components of the project we will keep live on github would be any of the scripts we create and a markdown of the SOPs

The organizational structure we will be using in github is by locally cloning the organization's repositories respective to each person's task. All pushes will be approved by the entire group before finalization.

We will share the organization and repositories with our teammates through git push and git pull requests

We will commit our work through the use of ACP (Add, Commit, Push).